

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 006-2015

OPEN TO: All Interested Candidates/ All Sources

POSITION: Public Health Specialist (Laboratory1), FSN-12
THIS IS A TERM POSITION FOR ONE YEAR ONLY

OPENING DATE: January 23, 2015

CLOSING DATE: February 11, 2015

WORK HOURS: Full-time; 40 hours/ week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-12)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-00)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Public Health Specialist (Laboratory). The position is located in the Centers for Disease Control and Prevention (CDC) Section and reports to the Centers for Disease Control and Prevention Director.

BASIC FUNCTION OF POSITION:

Job holder serves as a senior scientific and technical advisor to agency officials, host country Ministry of Health (MOH), implementing partners and Non-Governmental Organizations (NGOs) in the planning and strengthening of laboratory programs and activities. Responsibilities include program development, monitoring, reporting and close collaboration with partners to ensure that all research and analysis in laboratories are carried out in accordance with program objectives and internationally recognized best practices. Partners include other agencies, host government ministries including military hospitals, International Organizations (IO) and Non-Governmental Organizations (NGO) involved in treatment of Ebola and other diseases in country. Also, please see appendix C below.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. THIS IS A TERM POSITION FOR ONE YEAR ONLY.

- 1. Education:** Master's level degree or host country equivalent in medicine, biology, microbiology or chemistry is required.
- 2. Experience:** A minimum of eight years of work in public health laboratory testing procedures and systems is required.
- 3. English Ability:** Level IV (fluency - speaking/reading/writing) in English is required. This will be tested.
- 4. Other Criteria:** Comprehensive knowledge and experience in advanced laboratory techniques is required including comprehensive knowledge of procedures for laboratory diagnostics and associated technologies. Thorough public health knowledge of current communicable disease issues is required. Comprehensive knowledge of the host government laboratory facilities, health care system and structures including familiarity with MOH policies, program priorities and regulations is required.
- 5. Other Skills:** Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports.
- 6. Interpersonal skills:** Must possess excellent interpersonal, written and communication skills to write reports and communicate very well with others.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs

Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO:

The Human Resources Section
(Application for Public Health Specialist (Laboratory))
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

POINT OF CONTACT:

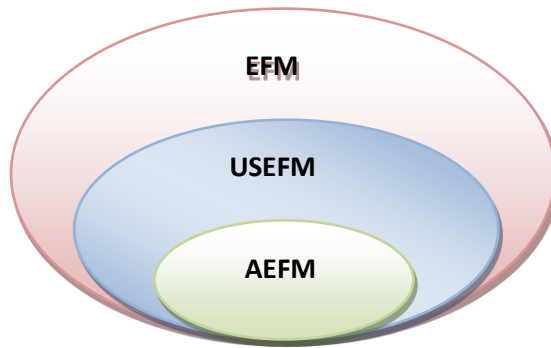
Human Resources Section: 076-515-000

CLOSING DATE FOR THIS POSITION: February 11, 2015

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:
- Is not a citizen of the host country; and
 - Does not ordinarily reside (OR, see below) in the host country; and
 - Is not subject to host country employment and tax laws; and
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

APPENDIX C

COMPLETE JOB DESCRIPTION - PUBLIC HEALTH SPECIALIST (LABORATORY)

Job holder serves as a senior scientific and technical advisor to agency officials, host country Ministry of Health (MOH), implementing partners and Non-Governmental Organizations (NGOs) in the planning and strengthening of laboratory programs and activities.

Responsibilities include program development, monitoring, reporting and close collaboration with partners to ensure that all research and analysis in laboratories are carried out in accordance with program objectives and internationally recognized best practices.

Partners include other agencies, host government ministries including military hospitals, International Organizations (IO) and Non-Governmental Organizations (NGO) involved in treatment of Ebola and other diseases in country.

Program Management & Technical Assistance

60%

Incumbent serves as principal coordinator for laboratory systems and services within the host country and is responsible for planning and implementation of capacity building of all laboratories to ensure consistency of results. Incumbent is responsible for reviewing laboratory procedures, ensuring those procedures against accepted protocols and developing programs to ensure consistency. Participates in developing major initiatives including the country program plan and planning of all cooperative agreements and contracts that require research and diagnosis of Ebola and other emerging diseases in laboratories throughout the host country.

Job holder provides technical evaluation of all proposals for laboratory capacity building projects of partners, ensuring that protocols are being followed appropriately and recommends amendments/approval to supervisor. The annual budget for external laboratory programs in Sierra Leone in fiscal year 15 is approximately \$16 million USD. Incumbent is responsible for working with Epidemiology, and Monitoring and Evaluation colleagues in particular, to ensure that programs are working together to complement support and capacity building.

Incumbent provides guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to be consistent with USG and international policies and guidance.

Job holder collaborates with host government Ministry of Health, international organizations and non-governmental organizations on their activities to make sure programs are being carried out as designed. In building laboratory capacity, collaborates with host country senior scientists on the design of new public health laboratory diagnostic approaches that are based on latest research findings.

Works closely with staff of host country government Ministry of Health, Ministry of Defense and cooperating partners to ensure that tasks are carried out correctly and in a timely manner. Recommends procedural modifications as warranted to align with investigative protocols.

Assesses national referral and regional laboratory capacity to support surveillance and diagnostics for Ebola, international emerging infections and other Opportunistic Infections (OIs). Develops strategies to strengthen capacities and capabilities based on assessment findings. Introduces new diagnostic technology as it becomes available. Develops training plans and arranges for competent instructors to provide training for personnel at laboratories for which responsible.

Plans, oversees and coordinates cooperative agreements with the host government and potentially other partners for activities in areas of laboratory diagnostics, including the establishment and maintenance of a national quality assurance system. Institutes Quality Assurance (QA) programs, including internal and external quality control standards. Works with host government to support accreditation process of laboratories that have been targeted for that process.

Develops standards to enhance capacities of regional and referral hospital laboratories and to support surveillance for Ebola and emerging diseases. Standardizes testing protocols for diagnostics and surveillance. Develops and updates national guidelines for laboratory systems at all levels of operation. Designs safety and anti-contamination strategies according to international standards.

Prepares technical papers that report on laboratory assessments and operational research studies for presentations at national and international meetings on improving laboratory capacity throughout the country.

Management

20%

Promotes the standardization of lab equipment and maintenance assistance and provides technical specifications for procurement of essential laboratory equipment and supplies.

Provides technical assistance on the architectural, structural, security and biohazard design aspects of on-going work related to laboratory renovation and establishment of new laboratories.

Ensures proper budgeting of all national referral and regional laboratory activities supported by grants, partnerships and cooperative agreements. Ensures validity of data and authorizes entry in appropriate data base.

Facilitates procurement of equipment and supplies through agency channels to enhance laboratories operating within the host country. Provides guidance to laboratories

requisitioning equipment and supplies on the international market. Works with host country to develop forecasting capacity for laboratory commodities.

Serves as project officer and main point of contact for Laboratory branch cooperative agreements and contracts. Once cooperative agreement is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration. Cooperative agreements under the purview of job holder total approximately \$16 million USD per year.

Interagency Coordination

15%

As a regional and international expert on matters pertaining to testing and operations of a variety of laboratories located within the host country, job holder represents the Centers for Disease Control and Prevention (CDC)/Sierra Leone at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

Represents the agency in discussing and developing financial commitment proposals for laboratory programs at administrative and strategic planning meetings. This includes all USG implementing agencies (Departments of State, including Agency for International Development) Defense, Labor, Commerce, and Health, including National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration, and Peace Corps).

Participates in internal and interagency technical working groups to ensure adherence to internationally accepted/directed standards for laboratories within the host country.

IV. Other duties as assigned (5%)

Incumbent will be required to perform other duties as assigned by the agency.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**